

# **Iowa Justice for Our Neighbors: Legal Services Provider for Victims of Crime**

**Classification:** Fulltime

Justice for Our Neighbors-Iowa (Iowa JFON) is a project of the United Methodist Church. The incumbent is an employee of the Iowa Annual Conference of the United Methodist Church. Our primary mission is to welcome immigrants and refugees into our churches and communities by providing free, high-quality immigration legal services, education, and advocacy. We provide services using a clinic model where trained volunteers assist with the intake process. This position shall provide legal services for immigrant victims of violent crime and financial exploitation, including, but not limited to, domestic violence, sexual assault, and other qualifying crimes.

## **Duties:**

- A. Incumbent works within the legal program of Iowa Justice for Our Neighbors.
- B. Incumbent will be expected to apply for accreditation by the Board of Immigration Appeals. Once accredited, incumbent will handle ongoing representation of basic immigration legal cases derived from the clinic consultations and as referred by other Iowa JFON attorneys. Responsibilities include providing direct services to immigrant victims of crime.
- C. Coordinate and provide immigration legal consultation services at clinics held in sites across Iowa. This will involve travel to at least two clinic sites outside Des Moines each month.
- D. Preparation of applications for immigration benefits and collection of supporting evidence.
- E. This position is also responsible for general office duties including filing, office organization, data entry, and completing funding accountability reports relating to victims of crime.
- F. Assists staff attorneys with legal clinic work/casework.
- G. Makes referrals to appropriate emergency/safety services, crime victim services, and social services agencies.
- H. Takes referrals, schedules meetings with collaborative agencies, performs intake interviews.
- I. Coordinates with and speaks to other agencies to educate about domestic violence, and other applicable criminal victimizations, focusing on the vulnerability of immigration populations, immigration law, and resources offered by Iowa JFON.
- J. Performs other related duties as assigned by the Managing Attorney.

## **Qualifications:**

- A. Ability to secure accreditation by the Board of Immigration Appeals within 3 months from the first day of employment.
- B. Fluent in spoken and written Spanish.
- C. Excellent verbal and written communication skills.
- D. Willing to travel.
- E. Able to work some nights and weekends.
- F. Detail- and organization-oriented personality
- G. Capable of fostering and protecting client confidentiality
- H. Ability to identify clients' individualized needs and facilitate access to appropriate community resources.
- I. Two years of experience working in the legal field, preferred.

J. Experience working with immigrants, preferred.

**To apply, please send resume and cover letter to Brynne Howard at [brynne@iowajfon.org](mailto:brynne@iowajfon.org).**

**Position will remain open until filled.**